



Lowell stormwater retention basin

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*The Environmental Loans E-Bulletin is written by staff in the WI DNR Environmental Loans Section to provide up-to-date information on both the Clean Water Fund Program and the Safe Drinking Water Loan Program. These E-Bulletins are sent periodically to alert you to upcoming deadlines, highlight program changes and provide assistance on topics that need clarification.*

### In this E-Bulletin:

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## “Final” SFY 2013 CWFP and SDWLP Project Priority Lists

“Final” SFY 2013 SDWLP and CWFP Project Priority Lists are now available on our web site at: <http://dnr.wi.gov/Aid/LoanNews.html#tabx2>

For the SDWLP, one community submitted additional information that led to adjustments in their SDWLP score. Within 45 days of submitting their SDWLP application, any community can submit new information and ask to have their scores adjusted, if appropriate.

For the CWFP, no communities submitted additional information for consideration in calculating their score.



Racine Wastewater Treatment Plant



## Save Time and Money when completing your Disbursement Request

To save time and expense when preparing a Disbursement Request, these documents **DO NOT** have to be submitted with the request:

- Copies of payment vouchers or check registers verifying payment of the invoice  
**Note:** a copy of the cancelled check is required for land purchase
- Unused worksheet pages; send only the pages with invoices listed
- Change order information – **Provide to Construction Management Engineer only**
- Invoices and other documentation for costs associated with a construction contract (only the Application for Payment with the attached pages listing the line items is required, along with the lien waivers)

Also, if an invoice/Application for Payment has multiple pages, duplex the pages to save on postage.



*DNR Environmental  
Loans Section  
Disbursement Specialist  
Maureen Hubeler*

## New Application Forms Available!

*As part of our continual improvement process, we revised our forms so they are easier to understand and complete. In addition, some questions have been reworded to help you provide us with the most accurate information needed for managing your project. Be sure to check out new forms now available on the DNR website:*

<http://dnr.wi.gov/org/caer/cfa/EL/forms/forms.html>

## UPCOMING DEADLINES

### June 30, 2012:

- SFY 2013 SDWLP Applications
- CWFP Hardship Applications
- SFY 2011 SDWLP Loan Closing

### July 1, 2012:

- Start of SFY 2013

### September 30, 2012:

- SFY 2013 CWFP Principal Forgiveness Applications

### December 31, 2012:

- SFY 2014 SDWLP and CWFP Intent To Apply/Priority Evaluation and Ranking Forms

## REMEMBER TO CONTACT YOUR REGIONAL CME PRIOR TO YOUR PRE-CONSTRUCTION MEETING!

### Regional Construction Management Engineers:

Northeast Region:	Bob Hannes
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## Helpful Hints from our Construction Management Engineers!

Each project receiving funding from the Environmental Loans program is assigned a Construction Management Engineer (CME) to advocate for the project and help ensure construction and loan success. To help your project succeed, the CMEs have this advice:

- Invite the Construction Management Engineer to the **preconstruction meeting** and any progress meetings.
- Follow the **approved plans and specs** in construction and remember that **construction cannot begin** prior to DNR Drinking Water Program approval.
- Provide **adequate inspection** during construction.
- Maintain **quality control** - soil compaction, concrete tests, equipment performance, etc.
- Set and maintain a **schedule** for construction.
- Make **erosion control** a priority (see inset)
- Send a copy of **change orders** for reasonable, necessary and eligible costs along with **detailed documentation/cost breakdowns** *directly to the CME* (small packets can be as pdf). **Note: The CME must review and approve change orders before payment can be made.**
- Submit **direct purchases** for CME review and approval prior to submitting your payment request. See "Bid and Construction Contracts" at <http://dnr.wi.gov/org/caer/cfa/EL/Guide/bids.html> for more information on direct purchase requirements. **Note: The CME must review and approve direct purchases before payment can be made.**
- Insure the combined subcontractors' goal for **Disadvantaged Business Enterprises (DBEs)** – minority, small business, and woman's business enterprise's is met.
- Follow applicable **Davis Bacon Wage Rates** and post the requirements whenever contractor or subcontractors are on site. Employee interviews must be conducted and certified payroll requirements must be met.
- Maintain compliance with **plant and/or discharge permits**. Obtain a high capacity well permit if the combined capacity of all **dewatering** wells on a site is greater than 70 gpm. If a stormwater permit is not needed, owners must submit a general permit application for any discharge of water during the dewatering process.
- Send all construction correspondence to the CME.

### MAKING EROSION CONTROL A PRIORITY

#### *PRACTICAL SUGGESTIONS*

- Comply with Construction Site Stormwater Discharge Permit conditions.
- Follow the DNR series of construction site erosion and sediment control technical standards (replaces the Wisconsin Construction Site Best Management Practice Handbook) at: <http://dnr.wi.gov/topic/stormwater/standards/index.html>
- Submit a Notice of Intent (NOI) application at least 14 working days prior to construction if the site is over 1 acre (on line or hard copy) at: <http://dnr.wi.gov/topic/stormwater/construction/forms.html>
- Conduct weekly inspections and during rain events of 0.5" or more.
- Follow water regulation permits conditions (DNR Fisheries and Wildlife Management staff can provide recommendations regarding disturbance of sensitive areas.)